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Facilities Management

PROGRAM ADMINISTRATION AND RESPONSIBILITIES

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This operating instruction (OI) establishes the Logistics Group (LG) Facilities Management Program administration and responsibilities. It assigns responsibilities and procedures to squadron and group facility managers. This OI applies to all assigned.

2. TYPES OF FACILITY PROJECT FUNDING.

- 2.1. BA01 (Air Force Funded). These are “renovations,” “repair projects,” or “new projects” and pertain to facilities used for base support and not direct mission support.
- 2.2. MFP-11 (USSOCOM Funded). These projects are “new construction” only and can be “all new” or “additions.” MFP-11 funds are used only on direct mission-support projects (aircraft and aircraft-support capability).

3. TYPES OF FACILITY PROJECTS.

- 3.1. Minor Construction. These projects have a monetary limitation of \$500,000. Projects must be funded only after careful consideration by the Facility Working Group, Executive Facility Board, and Facility Board.
- 3.2. Major Construction (MILCON). These projects are submitted through CE-Zone Maintenance to the 16th Special Operations Wing (16 SOW), Air Force Special Operations Command (AFSOC), United States Special Operations Command (USSOCOM) or AF, and ultimately to Congress. Approval authority rests with Congress. This process is generally 5 years in length from submission to completion. Also, once approved by Congress, the project is very difficult to change or alter. As such, diligence and certainty must be used concerning what is submitted for MILCON consideration. There is no monetary limitation on this funding but a strong justification and proper coordination must accompany all requests.

4. PROJECT THEMES. Projects are spread across eight themes (see below) in an effort to ensure all affected receive an appropriate share of funded projects.

- 4.1. Mission Beddown
- 4.2. Maintenance Support

- 4.3. Operations Support
- 4.4. Base Support
- 4.5. Infrastructure
- 4.6. Quality of Life (Live/Play)
- 4.7. Traffic Improvements
- 4.8. Base Appearance

5. RESPONSIBILITIES.

5.1. Administration. Program must be monitored and controlled closely to ensure mission accomplishment and maintenance effectiveness.

5.2. Squadron Facility Manager Responsibilities:

- 5.2.1. Be responsible to their respective squadron commanders.
- 5.2.2. Receive, log in, route, and track AF Form 332, Civil Engineer Work Request, from workcenters within their squadron.
- 5.2.3. Coordinate all workorders through group facility manager to ensure each job receives an appropriate amount of group emphasis.
- 5.2.4. Aggressively seek to have workorders accomplished and establish rapport within the CE community to ensure a cordial and mutually beneficial relationship develops.
- 5.2.5. Immediately notify group facility manager when problems arise concerning completion of workorders and/or projects that affect mission accomplishment, personnel safety, or equipment degradation.
- 5.2.6. As representative of squadron commander, may be asked to advocate completion of squadron projects at meetings conducted by group facility manager, group commander, and/or support group commander.

5.3. Group Facility Manager Responsibilities:

- 5.3.1. Be the primary manager for LG facilities program. This program includes routine workorders, CRPS, minor construction projects, and MILCON projects.
- 5.3.2. Be familiar with facilities assigned to the maintenance complex. A thorough knowledge of the system and its impact on unit operations is required to improve decision-making capability and is essential for advising the commander on facility-related issues.
- 5.3.3. Perform and supervise facility studies to determine if in-use facilities are suitable for activities to which they are assigned. Summarize studies to provide the group commander with essential information with which to make facility assignment decisions.
- 5.3.4. Consider new facility requirements and major alterations to existing facilities resulting from mission changes or assignment of new equipment.
- 5.3.5. Keep group commander, squadron commanders, squadron facility managers, CE, Army Corps of Engineers, wing, and AFSOC apprised of progress and problems concerning facilities.
- 5.3.6. Chair the LG facility working group meetings.
- 5.3.7. Brief squadron commanders on the LG Facility Program as directed by the LG/CC.
- 5.3.8. Coordinate with CE on all directives pertaining to procedures, suspenses, and policies affecting the LG and its facility program. The group facility manager will coordinate any information requested by other agencies regarding the LG facility program.
- 5.3.9. Be the focal point for all correspondence concerning facilities within the group.

- 5.3.10. Provide assistance and training to squadron facility managers as required.
- 5.3.11. Serve as the focal point for all facility workorder submissions. Ensure each workorder is accomplished in a timely manner commensurate with its relative importance within the group. Group facility manager will brief submitter concerning proper coordination. Upon receipt of workorder, inform the squadron facility manager, based upon cost, complexity, and urgency, of the most likely method of accomplishment. Routine workorders, not affecting fire or safety concerns, require only the group facility manager's initials. All other workorders also require wing safety and base fire department inspection branch coordination.
- 5.3.12. Retain copy of AF Form 332, as submitted, and track each one by squadron and relative priority.
- 5.3.13. Coordinate all squadron requirements with the group commander for prioritization.
- 5.3.14. Keep projects visible to all within the group and give squadron commanders an idea of when their projects should be accomplished.
- 5.3.15. Develop programming documents for major construction or renovation projects in coordination with affected activity and CE. Route each through appropriate official channels.
- 5.3.16. Resubmit priority changes when directed by group commander.
- 5.3.17. Represent and/or accompany the group commander at all Facility Working Groups, Executive Facility Boards, and Facility Boards.
- 5.3.18. Address, coordinate, and resolve all issues relative to group facility projects between CE, Army Corps of Engineers, squadron facility managers, and group commander.
- 5.3.19. Submit the new "Top Ten" as CE and/or SABER contractor completes CRPS workorders. When necessary, schedules, coordinates, and conducts meetings to have CRPS priority list updated.
- 5.3.20. Track in-progress projects and report to group commander any issues that could reasonably be expected to affect estimated completion dates.
- 5.3.21. Relate group commander's concerns to contractors via CE management personnel.
- 5.3.22. Report any projected shortfalls or funding issues that may affect maintenance operations.
- 5.3.23. Accompany CE, users, and pertinent members when accomplishing inspection of completed project.
- 5.3.24. Track and keep all parties informed of progress and completion of tasks found lacking during inspection.

6. WORKORDER PROCEDURES.

6.1. CE-Zone Maintenance. Every workorder, regardless of scope, must be routed through the 16th Civil Engineering (CE) Zone Maintenance. As determined, workorders will be distributed to facility board prioritization process or zone maintenance. CE-Zone Maintenance serves as the control center for accomplishment of all workorders assigned to CE and/or Simplified Acquisition Base Engineering Requirements (SABER) contractor. It performs duties relative to minor everyday problems experienced within each facility, generally inexpensive to accomplish, and requires a minimal number of man-hours.

6.2. Customer Request Priority System (CRPS). Gives group commanders the ability to prioritize their respective group's workorder accomplishment based upon factors such as mission impact, personnel safety, and equipment degradation.

6.2.1. Groups develop a list of their "Top Ten" priority workorders. The group facility manager submits this list to CE for consideration. These workorders are, when possible, worked in the order requested. However, scope, method of accomplishment, and other factors sometimes dictate a different order.

6.2.2. Since CE distributes money for CRPS based on group size and number of facilities assigned, the number of projects accomplished in any fiscal year may not be consistent. Thus, the priority system must be used judiciously.

6.2.3. The scope of CRPS projects generally costs less than \$25,000 and/or 400 man-hours. CE has the ability to waive these limitations, but tries to conform because overspending on any job affects all others.

7. THE FACILITY PRIORITY AND FUNDING PROCESS.

7.1. Overview. Facility management is a large issue that consumes much of the wing budget. With limited resources available, the best utilization of those resources must be closely watched and priorities established. The Facility Working Group, Executive Facility Board, and the Facility Board each provide progressive levels of oversight until the wing commander has the best insight into his facility program and the most information possible from which to base his decisions. Project are "racked and stacked" and executed based upon available funding. With this information in hand he approves or modifies the recommended priorities and then directs the execution of the wing facilities plan.

7.2. Facility Working Group. The 16th Support Group Deputy Commander (16 SPTG/CD) convenes a working group once a month except during months when the Facility Board meets. Group facility managers, CE, and anyone having an interest in proceedings attends. CE briefs current status of the last Facility Board. Discussion will follow if there are new issues, mission changes, etc., which affect the priority of a project. The group, under the direction of the chairman, reprioritizes the lists as appropriate. The 16 SPTG/CD has tie-breaking authority.

7.3. Executive Facility Board. The 16th Support Group Commander (16 SPTG/CC) convenes the Executive Facility Board quarterly. There, group commanders are formally briefed on program status and are shown the prioritized lists that emerged from the most recent Facility Working Group. Group commanders, after discussion, can vote to endorse or change those lists. Results from the Executive Facility Board are forwarded to the Facility Board. All results from this meeting are forwarded to the Executive Facility Board.

7.4. Facility Board. The 16 SOW/CC convenes the Facility Board quarterly. CE briefs program status with a recommendation of priorities. The wing commander has ultimate approval authority for entire facility program. After results are validated, CE executes the program.

7.5. Bump Plan. The "bump plan" is a space allocation process administered by CE. As groups identify new or existing needs for workspace, CE is consulted. CE researches and validates the needs, briefs and discusses needs within the facility

working group, and seeks to find adequate space within existing facilities. After a thorough analysis considering future construction plans, CE recommends short- and long-term courses. Recommendations are briefed to Executive Facility Board and Facility Board. The 16 SOW/CC has final and complete authority over all space-allocation issues.

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